

Privately Owned Vehicle (POV) Storage Counseling Checklist

_____ **Entitlement:** Section 368 of the FY97 Defense Authorization Bill allows for the storage of POVs when members are assigned to an OCONUS PCS where POVs can not be shipped or when members are assigned to contingency operations (TDYs) for more than 30 days in duration. You may only store one POV. Civilian personnel are not authorized storage of a POV.

_____ **Date of Request:** Requested date of storage _____.

_____ **Time Period:** Normally, you may not turn in your POV for storage earlier than 30 days before departing for your PCS or TDY. You must take possession of your POV within 90 days after completion of your PCS or TDY or all costs for storage will be converted to your expense.

_____ **Excess Costs:** Any services requested above the storage contracts will at member's expense. Any vehicles that exceed 20 measurement tons such as a pickup truck with camper, a recreational vehicle, or panel truck may result in excess cost to the member. If you make your own arrangements to store your POV, you will not be reimbursed unless authorization was given by the Transportation Office.

_____ **Contractor Selection:** The Joint Personal Property Shipping Office (JPPSO)-San Antonio will contact you once the contractor selection has been accomplished. If you have not received a phone call 5 – 7 days prior to your POV drop off date, please call (210) 321-4200 or 1-800-599-7709 (outside of San Antonio).

_____ **Documents Required:** The following documents are required for processing your POV:

- _____ Seven copies of orders and amendments
- _____ Proof of ownership (title or registration)
- _____ Lien holder's permission for leased vehicles (if required)
- _____ Power of Attorney or Letter of Authorization for any other person acting as a releasing/receiving agent for the member
- _____ Provide Permanent Mailing Address (PMA) while assigned overseas
- _____ Provide a copy of any change of orders (Consecutive Overseas Assignment) to JPPSO when the orders affect your storage entitlement

_____ **Insurance and Claims:** If you have private insurance, you must file a claim with them prior to filing with the government claims office. Any claims against the Government must be filed within 2 years of the pickup from storage and will be covered up to \$20,000. The contractor's liability for loss or damage to a member's vehicle is limited to that resulting from contractor's fraud, willful injury, negligence, or willful violation of laws or requirements of the contract.

_____ **Inventory:** An inventory of all property in your POV will be accomplished at time of turn in. You may leave tools not exceeding \$200 in value, i.e., jacks, tire irons, tire chains, first aid kits, jumper cables, warning triangles, warning lights, and one spare tire in your vehicle.

_____ **Vehicle Inspection:** A joint inspection will be conducted by you and the contractor when you turn in your POV for storage and again when you pick up your POV. The contractor will be using a DD Form 788, POV Inspection Sheet, or other locally developed form. Ensure that a comprehensive inspection of the outside and inside of the vehicle is performed, annotating the current condition of the vehicle. Ensure that you annotate any discrepancies that differ from the contractor on the inspection form. Ensure that the inspection accurately identifies all installed equipment such as stereos, speakers, CBs, or other specialized equipment. Because the complete process takes about 1.5 to 2 hours, we recommend that the owner allow plenty of time to process the vehicle and to correct any oversights.

_____ **Unauthorized Items:** If your vehicle has a propane tank, you must ensure the tank is purged, certified, and tagged by an authorized firm before the POV may be stored. Flammables or hazardous substances such as waxes, oils, paints, solvents, and polishes must be removed.

_____ **Member Responsibilities:**

- _____ Ensure the vehicle is clean, inside and out, before turning in vehicle
- _____ Have a complete set of spare keys for the contractor (including gas cap)
- _____ Contact vehicle manufacturer for any specific storage requirements
- _____ Ensure vehicle is free of all personal belongings
- _____ Determine fuel-in-tank requirements—depends on duration of TDY, storage period, vehicle manufacturer recommendations, yours and contractor's preference
- _____ Security alarms have been disconnected
- _____ Any radios, speakers, etc., that are not permanently installed must be removed
- _____ Vehicle must be in good mechanical condition (no oil leaks, adequate antifreeze, etc.)

_____ **Contractor Responsibilities:** The contractor will perform the following services :

- _____ Battery will either remain in the vehicle maintaining a charge with the use of a trickle charger or battery cables will be disconnected and ends taped. Oil does not require removal
- _____ Drain fuel from fuel tank/system and replace with an anti-corrosive agent, fog cylinders with anti-corrosive lubricant or add fuel additive to fuel tank
- _____ Maintain keys in the member's file to facilitate handling and movement
- _____ Motorcycles shall be placed upright, fully covered, and wrapped in a protective material with nothing touching or pressing on them
- _____ Elevate vehicle in order to prevent damage to tires
- _____ Cover vehicles that are stored in large inside community areas or vehicles that are not stored in individual storage units
- _____ Service vehicle for duration of storage period by maintaining battery charge and tire pressure
- _____ Release of vehicle from storage will include: Charge the battery, reconnect battery cables, and inflate tires to manufacture's recommended specifications

_____ **Release of Vehicle:** To obtain release of your vehicle upon completion of your PCS or TDY, you must provide a written request (to include Social Security Number) to JPPSO-San Antonio, 613 Northwest Loop 410, Suite 400, San Antonio, Texas 78216-5518, DSN 954-4200, COMM 1-(210)-321-4200 or 1-800-599-7709, FAX 1-800-599-7708, e-mail jppso@jppsosat.randolph.af.mil.

- _____ Provide one copy of new PCS orders to JPPSO when arranging release
- _____ Ensure that you include the date you wish to pick up your vehicle
- _____ Ensure you have current registration and full insurance coverage
- _____ If battery is dead or vehicle will not start, make arrangements to have vehicle towed or have a mechanic check over your vehicle

_____ **Additional Notes:** _____

(Counselor Signature)

(Date)

(Member Signature)

(Date)